

DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
Statewide Workers Compensation Program Director

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** Open to the Public  
**Location:** 165 Capitol Avenue, Hartford  
**Job Posting No:** 00003787  
**Hours:** \*Monday – Friday (40 hours)  
**Salary:** MP 70 (\$105,623- \$144,021)  
**Closing Date:** May 8, 2015

This position will be accountable for directing the Statewide Workers' Compensation and Loss Control Program. In addition, this position will direct staff of the Master Insurance Program, as well as serve as the Administrative Manager of the State Marshal Commission. The Statewide Workers' Compensation Unit establishes operational procedures for state agencies to use, helps them follow the procedures and helps agencies promote a culture of safety. The unit also administers the Master Insurance Program pursuant to C.G.S. 4a-2b, on behalf of state and federally-funded housing units operating under the jurisdiction of local housing authorities.

This position will manage employees within the Workers' Compensation Unit, as well as employees in the State Marshal Commission. This position is accountable for ensuring that workers compensation standards, and related policies and procedures are communicated to state agencies and consistently followed by interpreting and administering related laws; directs the operations of the centralized workers' compensation system for small and medium sized agencies (SmART); acts as the single DAS point of contact with the Office of the Attorney General on authorizing settlements and stipulated agreements to date on contested Workers' Compensation cases; works with agencies to develop and implement strategies to reduce work-related injuries and claim activity; administers the state's contract with the third party administrator (TPA) and monitors their compliance with the contract; reviews the effectiveness of agency or statewide programs against financial and claim data provided by the TPA; consults with the TPA in planning and implementing cost controls; evaluates proposed legislation for impact on the program. In addition to these duties, the incumbent will also manage the day to day operations of the master insurance program and the State Marshal Commission (coordinates hiring and training process for new marshals).

**Examples of Duties:**

Directs the staff and operations of the statewide Workers Compensation Program; ensures workers compensation standards and related policies and procedures are communicated to state agencies and consistently followed; interprets and administers pertinent laws; directs the operation of workers compensation services for small and medium sized State agencies; develops and manages workers compensation shared services model to centralize statewide workers compensation operations and improve accuracy of time and reporting requirements; develops and manages risk management and loss control programs; identifies and implements statewide strategies to reduce claim activity; works with agency officials to develop comprehensive statewide programs to reduce and prevent injuries on the job and reduce costs associated with workers compensation; develops, implements and evaluates program policies, goals and objectives; assists in preparation of program and key agency workers compensation budgets; intercedes and formulates strategies for addressing multi-agency or statewide events or conditions impacting workers compensation expenditures; administers workers compensation contract and monitors contractor's compliance with contract provisions; reviews and analyzes financial, claim and other data provided by contractor in order to set priorities and review effectiveness of agency, facility or statewide programs; maintains contact with individuals both within and outside state service who might impact on program activities; provides assistance and training to state agency staff on workers compensation standards, policies and procedures; consults with contractor in planning and implementing cost control procedures and policies; evaluates proposed legislation for the effects on ongoing costs to workers compensation budgets and administrative ramifications; manages the Department of Administrative Services' master insurance program; may manage the day-to-day operations of staff of Boards and Commissions within the Department of Administrative Services; performs related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of the Workers Compensation Commission; considerable knowledge of the principles and practices of public administration as it pertains to Workers Compensation; considerable knowledge of the Workers Compensation system and its functions; considerable knowledge of loss prevention and risk management methodologies; considerable knowledge of the legislative process; knowledge of

contract administration; considerable interpersonal skills; considerable oral and written communications skills; supervisory ability.

This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Statewide Workers Compensation Program Director exam. **EXAMINATION IS NOT REQUIRED.**

**General Experience:**

Ten (10) years of professional experience in workers compensation, risk management and loss control or a closely related field.

**Special Experience:**

Two (2) years of the General Experience must have included responsibility for coordinating loss control and/or risk management activities of a Workers Compensation program. For state employees this is interpreted at the level of Workers Compensation Program Coordinator.

**Substitutions Allowed:**

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree
- 2) A Masters degree in business administration, public administration, human resources management or a closely related field may be substituted for one (1) additional year of the General Experience
- 3) A law degree may be substituted for one (1) additional year of the General Experience.

**Preferred Experience:**

- Experience in administering and developing loss control/safety and workers' compensation programs for a large company
- Experience with ensuring compliance with state regulations and statutes as well as implementation of corrective strategies necessary to ensure compliance with all regulatory, statutory and contractual obligations
- Experience in workers' compensation in both the public and private sector
- Experience and knowledge of loss prevention and risk management methodologies; utilization review and claims management
- Experience with both reserve and settlement authority
- Knowledge and experience working with State's Workers Compensation Commission
- Effective oral and written communication skills

\* Incumbent may be required to work evening hours.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR12 Application, resume, last two performance appraisals (for state employees) and a copy of law degree (if applicable) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
165 CAPITOL AVENUE  
HARTFORD, CT 06106  
ATTN: Brenda Abele  
E-MAIL: [Brenda.Abele@ct.gov](mailto:Brenda.Abele@ct.gov) or Fax: (860) 622-2640**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.